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DU PEUPLE AMERICAIN

# CONTINUOUS PROFESSIONAL DEVELOPMENT MATERIALS PRINTING & DISTRIBUTION REPORT

2020-2021 CPD MATERIALS (OUTPUT 1.2) AND COACHING MATERIALS (OUTPUT 1.3)  
PRE-DISTRIBUTION + IMMEDIATE POST-DISTRIBUTION AUDITS

## LECTURE POUR TOUS /ALL CHILDREN READING

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## ACRONYMS

CODEC	<i>Collectives de Directeurs d'Ecole</i>
CPD	Continuous Professional Development
EGR	Early grade reading
IA	<i>Inspection d'Académie</i>
IEF	<i>Inspection de l'Education et de la Formation</i>
MEL	Monitoring, evaluation and learning
MEN	<i>Ministère de l'Education nationale</i>
PAQUET	<i>Programme d'Amélioration de la Qualité, de l'Equité et de la Transparence</i>
PO	Purchase order

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## EXECUTIVE SUMMARY

Through the *Programme d'Amélioration de la Qualité, de l'Équité et de la Transparence* (PAQUET), the Government of Senegal and its *Ministère de l'Éducation Nationale* (MEN), have committed to strengthening teaching and learning systems for core subjects such as reading and mathematics in order to improve academic outcomes for students in the early grades. To contribute to the achievement of these national goals, the USAID-funded Lecture Pour Tous program is supporting the MEN to significantly increase reading results in Grades 1-3 through an explicit, systematic phonics approach based on international best practices. Lecture Pour Tous, which is contracted under USAID/All Children Reading and implemented by Chemonics International and a consortium of partners, began at the end of October 2016 and runs through July 10, 2021 and benefits 6 regions. This technical assistance program targets three outcomes to achieve this goal: improved early grade reading instruction in public primary schools and daaras, improved delivery systems for early grade reading (EGR) instruction, and improved parent and community engagement in early grade reading.

As part of Outcome 1 of the program – improved early grade reading instruction in public primary schools – and more specifically within its Output 1.2 (improved teachers' skills in evidence-based EGR instruction) and Output 1.3 (improved coaching and supervision of EGR instruction), Lecture Pour Tous has supported the MEN to pilot distance training for teachers, school directors, and coaches to ensure the continuity of this output during the ongoing COVID-19 pandemic. This activity was successful despite the difficult implementation context and was therefore adopted for the training and continuous professional development (CPD) of teachers for the 2020-2021 school year. In collaboration with the MEN, Lecture Pour Tous produced and distributed a series of materials to facilitate distance learning and support teachers with on-the-job training.

In accordance with contract guidelines, this immediate pre- and post-distribution audit report captures the process of acquiring CPD and coaching materials and distributing them to teachers for school year 2020-2021. Lecture Pour Tous faced challenges in the development, printing, and distribution phases of these training materials. Overall, these challenges were due to restrictions on travel and public gatherings because of the ongoing public health crisis, which delayed the distribution and submission of supporting documents, which in turn affected the submission of this audit report.

The printing of CPD materials was carried out in two batches. Batch A consisted of 16 materials totaling 56,426 copies produced in November 2020 and Batch B consisted of 8 materials totaling 36,509 copies that were produced in March 2021. In addition, a total of 34,780 coaching materials were printed and distributed. As gatherings were prohibited, the distribution of these different materials was done either at the *Collectives de Directeurs d'Ecole* (CODEC) level or at the IEF level in each target region.

At the end of the first distribution phase, which was carried out with the support of the CODECs, there were some difficulties with the collection of supporting documents. Indeed, it was not possible to collect and centralize the delivery slips proving that the beneficiaries had received the materials. The evaluation of the distribution of this first batch of CPD materials was therefore based on the supporting documents at the CODEC level, with subsequent verification done in the field.

Faced with this challenge and the constraints imposed by the health situation, Lecture Pour Tous adopted a different approach for the distribution of Batch B materials, relying this time on the IEFs for quicker reporting of data and proof of distribution. In summary, the campaign of distribution of continuing professional development materials allows Lecture Pour Tous and the MEN to continue providing the training materials needed to improve teachers' skills despite the health restrictions that are slowing down the distribution process and adding to its complexity.

## I. CPD MATERIALS PRE-DISTRIBUTION AUDIT

### A. Summary of the CPD Materials Printing

Since improving teachers' instructional skills is a key factor to student success, the Lecture Pour Tous program has developed and distributed materials to support teacher continuous professional development.

The printing of the CPD materials for the 2020-2021 school year was done in several phases given the volume of work and different printing deadlines. Following a competitive bidding process, the program engaged three local printers (Imprimerie Horizons, Open Service, and Polykrome) to produce two batches of materials.

Once the selection process, which launched in October 2020 was completed, Imprimerie Horizons and Open Services were selected for the printing of Batch A of the CPD materials, consisting of 16 different materials totaling 56,426 copies. This order was completed by the two providers in November 2020.

After a second procurement process was conducted in March 2021, Polykrome was contracted to print Batch B of the CPD materials for the 2020-2021 school year, consisting of 36,509 copies divided in 8 materials.

A total of 92,935 copies grouped into 24 materials were produced across the two batches of CPD materials (see Table I below).

**Table I: CPD materials printed for 2020-2021 school year**

Line Item	Description	Print company	Quantity
1	Distance training module 1 – CI	Open Services	3,679
2	Distance training module 2 – CI	Open Services	3,679
3	Distance training module 1 – CP	Open Services	3,679
4	Distance training module 2 – CP	Open Services	3,679
5	General distance training orientation for directors and inspectors	Open Services	3,889
6	Distance training orientation for CI teachers	Open Services	3,566
7	Distance training orientation for CP teachers	Open Services	3,121
8	Distance training module 1 – CEI	Imprimerie Horizons	3,679
9	Distance training module 2 – CEI	Imprimerie Horizons	3,679
10	Distance training orientation for CEI teachers	Imprimerie Horizons	3,206
11	Technical orientation sheet – CP	Imprimerie Horizons	3,121

12	Technical orientation sheet – CEI	Imprimerie Horizons	3,206
13	Orientation sheet for CAP interne (school-based teacher learning circle) 1	Imprimerie Horizons	3,679
14	Orientation sheet for CAP interne (school-based teacher learning circle) 2	Imprimerie Horizons	3,679
15	Orientation sheet for CAP interne (school-based teacher learning circle) 3	Imprimerie Horizons	3,679
16	Orientation sheet for reading text – CP	Imprimerie Horizons	3,206
17	Distance training module 4 – CI, CP, CEI	Polykrome	10,987
18	Distance training module 5 – CI	Polykrome	3,646
19	Distance training module 5 – CP	Polykrome	3,646
20	Distance training module 6 – CI	Polykrome	3,646
21	Distance training module 6 – CP	Polykrome	3,646
22	Orientation sheet for CAP interne (school-based teacher learning circle) 4	Polykrome	3,646
23	Orientation sheet for CAP interne (school-based teacher learning circle) 5	Polykrome	3,646
24	Orientation sheet for CAP interne (school-based teacher learning circle) 6	Polykrome	3,646
<b>Total materials printed</b>			<b>92,935</b>

## **B. Printing process and challenges**

As noted above, the program launched three printing procurements to produce teacher and director CPD materials for the 2020-2021 academic year. Imprimerie Horizons, Open Service, and Polykrome successfully executed the printing projects, producing the defined quantities of all titles as specified in their contracts. No major difficulties were noted during the printing processes; the print-ready documents were sent to the printers on time, and an effective monitoring of this phase facilitated printing without complications, within a reasonable timeframe, and in compliance with all technical specifications.

Lecture Pour Tous was able to draw on previous experience to ensure and guarantee optimal management of the production chain for the materials, from their design to the final printing in the required conditions and timeframe.

## **C. Post-production inspections**

Because of the ongoing COVID-19 pandemic, Lecture Pour Tous did not carry out physical inspections at the various production sites and opted to conduct them on its premises at the time of delivery. To this end, a joint inspection was carried out by the Lecture Pour Tous staff in the presence of the print company's

representatives upon receipt of the printed materials. A first inspection took place on November 9, 2020 for the materials printed by Open Services (items 1 to 7 in Table 1 above), followed by a second inspection on November 12, 2020 for the materials produced by Imprimerie Horizons (items 8 to 16 in Table 1 - CPD materials printed) and finally a third inspection for the materials printed by Polykrome (items 17 to 24 in Table 1 - CPD materials printed).

The different inspections covered both the quantitative and qualitative aspects as well as the packaging of the materials. These inspections mainly focused on the quantities produced for each type of material; their compliance with the technical specifications; and the packaging and labeling of the materials.

The inspections were carried out by comparing the purchase orders (PO) and delivery slips. By reconciling these various documents with the stock received, Lecture Pour Tous was able to certify that the quantities printed for each type of material complied with the contractual indications and to complete an inspection form for documentation purposes.

The post-production inspections were overall satisfactory and confirmed that the various print companies had complied with all the technical specifications required for the printing of CPD materials, Batches A and B.



Figure 1: Post-production Inspection of Batch A, Dakar.



Figure 2: Post-production Inspection of Batch B, Dakar.

## **D. Distribution Strategy**

The design and implementation of an effective distribution strategy is important to achieve the objectives set during distribution. Therefore, to distribute Batch A of the CPD materials, a cascading strategy was used with a first phase where the materials were placed at the CODECs and then, a second phase where they would leave the CODECs to reach the beneficiaries.

Beforehand, and according to the dispatching data received from the program's monitoring, evaluation, and learning (MEL) team, the materials were prepared and repackaged depending on the needs defined for each *Inspection de l'Education et de la Formation* (IEF). The materials were thus grouped by IEF and then transferred to the field and placed under the responsibility of the Lecture Pour Tous focal points. At this first level of distribution, the Lecture Pour Tous focal points were responsible for transmitting the CPD materials (Batch A) to the various CODEC chairpersons in the zone. The CODEC chairpersons then conducted the second level of distribution and transferred the materials to their final recipients (school directors, teachers, etc.) in all six regions covered by the program.



The strategy adopted for the distribution of Batch A of the CPD materials was mainly prompted by the travel and public gathering restrictions imposed because of the pandemic. This strategy was not entirely satisfactory given the constraints in the field. Indeed, even though it allowed for the effective distribution of Batch A of CPD materials to the targeted beneficiaries, the transfer of delivery slips from the CODEC chairpersons to Lecture Pour Tous staff proved to be very difficult for certain IEFs. Since the submission of these documents has required several trips, the collection of all delivery slips is not complete at this stage.

Considering these challenges, Lecture Pour Tous changed its strategy for the distribution of Batch B of the CPD materials. The materials were transferred to the IEFs where the beneficiaries (school directors) were invited to collect them directly from the IEF's stock accountants (comptables-matières) and/or Lecture Pour Tous focal points. We anticipate that the collection of delivery slips for these materials will be much simpler and allow for a quick reporting of the distribution data.

## **E. Dispatching and transfer to the distribution site**

Upon receipt of each batch, Lecture Pour Tous repackaged the materials for each location according to their needs. As the input is different according to the type of material, teacher, school, director and/or inspector, the dispatching was then carried out in conformity with the guidelines received from the program's MEL team.

For Batch A, which consisted of sixteen (16) different materials and was distributed via the CODECs, the materials were placed at 153 CODECs in the central zone and 150 in the northern zone, which is 303 CODECs in total. As for Batch B, consisting of eight (08) materials, distribution was organized at the IEF level. The various CPD materials were distributed among the 21 IEFs covered by the program, with 12 IEFs in the central zone and 09 in the northern zone.

# **II. CPD MATERIALS IMMEDIATE POST-DISTRIBUTION AUDIT**

## **A. Summary**

As per the distribution strategies adopted and according to the batch concerned, the distribution of materials was carried out through the CODECs and IEFs while taking into account the input (by teacher, school director and/or inspector) and the needs for each type of material.

After the materials were transported to the program's field offices in Kaolack and Louga, Lecture Pour Tous then organized the transfer of materials to each IEF. This step marked the start of the first distribution campaign for the CPD materials in Batch A. The various CODECs chairpersons were invited to come and collect the materials in order to reduce the distances beneficiaries have to travel. The latter were then able to collect the CPD materials intended for them more easily.

All of the copies of the 16 documents in Batch A were handed over to CODEC chairpersons in December 2020. A 100% pick-up rate was noted for the phase of transferring materials to CODEC chairpersons out of all 21 IEFs. Unfortunately, Lecture Pour Tous was not able to reliably confirm the pick-up rates for the second phase of transferring materials to school directors, although a survey among some of the

beneficiaries confirmed that almost all of them were able to pick up the CPD materials available from the CODECs.

During the distribution of Batch A of the CPD materials, we were confronted with two major difficulties related to the pandemic: a restriction on public gatherings, which did not allow Lecture Pour Tous to proceed directly with this distribution in the field, and the impossibility to collect and centralize delivery slips in order to globally certify the pick-up of all Batch A materials at the 21 IEFs concerned.

Given the constraints related to the distribution of Batch A, Lecture Pour Tous decided to place Batch B of the CPD materials B at the respective IEFs during the month of April 2021, opting for distribution at this level and under the responsibility of the IEF stock accountants and Lecture Pour Tous focal points. This distribution is underway and the fact that it is taking place at the IEF level under the responsibility of local authorities and Lecture Pour Tous should make it possible, despite the ongoing pandemic, to ensure that these materials are quickly made available to beneficiaries and to easily centralize the delivery slips confirming receipt of the Batch B CPD materials by them.

## **B. Analysis of distribution data**

The table below summarizes the results of an analysis of the delivery slips at the CODEC (Batch A) and IEF (Batch B) level for the December 2020 and April 2021 CPD distribution campaigns.

### **I. Distribution of Batch A CPD materials**

In summary, 54,619 Batch A CPD materials were distributed to 312 CODEC chairpersons. The data for this distribution campaign is summarized below.

#### **❖ Analysis of results at the *Inspection d'Académie (IA)* level**

At a national level, Lecture Pour Tous operates in six regions: Kaolack, Matam, Kaffrine, Louga, Diourbel and Fatick. A summary of the distribution operations carried out in these different sites is provided in the tables and graphs below.

#### **- IA Kaolack:**

In this IA, 38% of the materials were distributed in the IEF of Nioro, 34% in the IEF of Kaolack Department, 20% in that of Guinguinéo and 8% in Kaolack Commune.

**Table 2: Distribution Status – Kaolack IA**

IEF	Quantity of Materials			Number of CODECS
	Planned	Achieved	Gap	
Kaolack Department	3,537	3,537	0	24
Kaolack Commune	800	8,00	0	10
Guinguinéo	2,005	2,005	0	9
Nioro	3,923	3,923	0	29
<b>TOTAL (IA)</b>	<b>10,265</b>	<b>10,265</b>	<b>0</b>	<b>72</b>

**- IA Fatick:**

In this IA, 35% of the materials were distributed in the IEF of Foundiougne, 26% in the IEF of Fatick, 22% in Diofior and 17% in Gossas.

**Table 3: Distribution Status – Fatick IA**

IEF	Quantity of Materials			Number of CODECs
	Planned	Achieved	Gap	
Fatick	2,841	2,841	0	8
Gossas	1,847	1,847	0	6
Foundiougne	3,766	3,766	0	20
Diofior	2,304	2,304	0	8
<b>TOTAL (IA)</b>	<b>10,758</b>	<b>10,758</b>	<b>0</b>	<b>42</b>

**- IA Kaffrine:**

In this IA, 35% of the materials were distributed in the IEF of Kaffrine, 28% in the IEF of Koungeul, 22% in Birkilane and 15% in Malem Hodar.

**Table 4: Distribution Status – Kaffrine IA**

IEF	Quantity of Materials			Number of CODECs
	Planned	Achieved	Gap	
Kaffrine	2,516	2,516	0	14
Birkilane	1,616	1,616	0	8
Malem Hodar	1,101	1,101	0	7
Koungeul	2,048	2,048	0	10
<b>TOTAL (IA)</b>	<b>7,281</b>	<b>7,281</b>	<b>0</b>	<b>39</b>

**- IA Louga:**

In this IA, 41% of the materials were distributed in the IEF of Louga, 32% in the IEF of Kebemer, and 27% in the IEF of Linguère.

**Table 5: Distribution Status – Louga IA**

IEF	Quantity of Materials			Number of CODECs
	Planned	Achieved	Gap	
Louga	4,662	4,662	0	34
Linguère	3,081	3,081	0	16
Kebemer	3,629	3,629	0	13
<b>TOTAL (IA)</b>	<b>11,372</b>	<b>11,372</b>	<b>0</b>	<b>63</b>

**- IA Diourbel:**

In this IA, 39% of the materials were distributed in the IEF of Diourbel, 31% in the IEF of Bambey and 30% in the IEF of Mbacké.

**Table 6: Distribution Status – Diourbel IA**

IEF	Quantity of Materials			Number of CODECs
	Planned	Achieved	Gap	
Diourbel	3,463	3,463	0	20
Mbacké	2,689	2,689	0	17
Bambey	2,836	2,836	0	12
<b>TOTAL (IA)</b>	<b>8,988</b>	<b>8,988</b>	<b>0</b>	<b>49</b>

**- IA Matam:**

In this IA, 59% of the materials were distributed in the IEF of Matam, 27% in the IEF of Ranérou and 14% in Kanel.

**Table 7: Distribution Status – Matam IA**

IEF	Quantity of Materials			Number of CODECs
	Planned	Achieved	Gap	
Matam	3,040	3,040	0	21
Ranérou	1,393	1,393	0	14
Kanel	1,522	1,522	0	12
<b>TOTAL (IA)</b>	<b>5,955</b>	<b>5,955</b>	<b>0</b>	<b>47</b>

## ❖ Analysis of results at the IEF level

An analysis of the 21 IEFs allows for the quantification of each type of material distributed and provides a more accurate picture of the scope of the distribution of Batch A CPD materials.

**Table 8: Distribution summary by IEF**

IEF	Distance training module 1 - CI	Distance training module 2 - CI	Distance training module 1 - CP	Distance training module 2 - CP	Distance training module 1 - CEI	Distance training module 2 - CEI	General orientation directors & inspectors	Orientation - CI teachers	Orientation - CP teachers	Orientation - CEI teachers	Technical orientation sheet - CP	Technical orientation sheet - CEI	Orientation sheet - CAP interne 1	Orientation sheet - CAP interne 2	Orientation sheet - CAP interne 3	Orientation sheet for reading text - CP
BAMBEY	167	167	166	165	167	168	169	193	198	195	200	194	167	166	166	188
BIRKELANE	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101
DIOFOR	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144
DIOURBEL	213	213	213	213	211	213	274	213	213	211	213	211	213	213	213	213
FATICK	175	175	175	175	175	175	175	179	174	145	178	166	175	295	175	129
FOUNDIOUGNE	235	235	235	235	235	235	235	235	235	235	235	238	235	235	235	238
GOSSAS	125	125	125	125	112	112	124	96	105	112	105	112	119	119	119	112
GUINGUINEO	143	124	129	143	143	132	129	124	124	89	95	91	143	143	143	110
KAFFRINE	156	156	156	156	156	156	156	156	156	156	156	156	156	156	156	176
KANEL	96	96	95	95	95	95	95	95	95	95	95	95	95	95	95	95
KAOLACK COMMUNE	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
KAOLACK DEPARTEMENT	219	228	228	228	228	228	228	222	219	218	209	214	217	217	217	217
KEBEMER	244	244	244	244	244	244	244	193	210	192	210	192	244	244	244	192
KOUNGHEUL	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128
LINGUERE	208	208	208	205	208	208	217	205	163	169	158	141	208	208	208	159
LOUGA	306	307	311	304	295	296	311	316	248	271	260	273	290	311	296	267
MALEM HODAR	86	86	87	87	83	83	89	66	87	83	-	-	88	88	88	-
MATAM	190	190	190	190	190	190	190	190	190	190	190	190	190	190	190	190
MBACKE	163	163	163	163	163	163	163	170	186	170	186	170	163	163	163	177
NIOURO	270	270	270	270	270	270	270	204	203	194	206	192	270	270	270	224
RANEROU	88	88	90	90	78	78	94	90	91	80	84	80	94	94	94	80
<b>Grand Total</b>	<b>3,507</b>	<b>3,498</b>	<b>3,508</b>	<b>3,511</b>	<b>3,476</b>	<b>3,469</b>	<b>3,586</b>	<b>3,370</b>	<b>3,320</b>	<b>3,228</b>	<b>3,203</b>	<b>3,138</b>	<b>3,490</b>	<b>3,630</b>	<b>3,495</b>	<b>3,190</b>

Overall, 54,619 CPD materials divided in 16 different materials were distributed in this December 2020 campaign. The remaining copies of these materials were used to stockpile inventory for future distribution and for archiving purposes.

## 2. Distribution of Year 5 coaching materials

The program's Year 5 coaching materials were also printed and distributed at the IA and the IEF level using the same distribution strategy as Batch A of the CPD materials. These include the reprinting of the revised 2019 coaching guide, the director's coaching tool, and the printing of three documents produced as part of the directors' distance training on coaching (an addendum to the coaching guide, a training module for director coaches, and a template for reporting on CAP internes, school-based teacher learning circles).

A total of 39,418 copies of five documents were printed (see Table 2 below for details).

**Table 9: Coaching materials printed for the 2020-2021 school year**

Item	Description	Printer	Quantity
1	Coaching guide	Polykrome	981
2	Director's coaching tool	Polykrome	29,320
3	Template for reporting on CAP internes, school-based teacher learning circles	Polykrome	3,679
4	Addendum to the coaching guide	Polykrome	2,719
5	Training module for director coaches	Polykrome	2,719

### ❖ **Printing process**

The program launched a procurement action to print coaching materials for the 2020-2021 school year. Polykrome, the selected vendor, successfully executed the printing project producing the defined quantities of all documents as specified in the contract. No major difficulties were noted during the printing processes.

The print-ready files were sent to the printer according to the determined schedule and materials were printed on time, without complication, and in compliance with all technical specifications. Lecture Pour Tous was able to build upon on previous experience to ensure printing under the required conditions and within the required deadlines.

### ❖ **Post-printing inspection**

Due to the COVID-19 pandemic, Lecture Pour Tous did not carry out physical inspections at the production site but instead opted to carry them out at its Dakar office at the time of delivery. To this end, a joint inspection was carried out at each reception by the Lecture Pour Tous staff in the presence of the printer's representatives. An inspection took place on November 19, 2020, covering the tools printed by Polykrome. The inspection covered the quantitative and qualitative aspects as well as the packaging of the materials. The controls focused in particular on the quantities produced for each type of material, their respect with the technical specifications, and the packaging and the labeling of the materials.

The inspection took place on the basis of the purchase order and the delivery slip. The comparison of these different documents with the stock actually received enabled Lecture Pour Tous to certify that the quantities printed for each type of material were in accordance with the contractual specifications and to complete an inspection form for documentation purposes.

The post-production inspection was satisfactory and confirmed that the printer complied with all the technical specifications required for the printing of the coaching materials.



Packaging of coaching materials by IA



Post-printing inspection

### ❖ Distribution strategy

To distribute the coaching materials, the program utilized the same distribution strategy used for the distribution of CPD materials. The materials were distributed at the CODEC level and then reached the directors in collaboration with program staff in the field. This strategy is mainly dictated by the travel and gathering restrictions imposed because of the ongoing pandemic.

**Table 10: Distribution of coaching materials for the 2020-2021 school year**

Item	Addendum to the coaching guide	Training module for director coaches	Coaching guide	Template for reporting on CAP internes, school-based teacher learning circles	Director's coaching tool
Central zone	1,197	1,202	1,342	1,429	22,825
Northern zone	553	525	490	393	4,824
<b>TOTAL</b>	<b>1,750</b>	<b>1,727</b>	<b>1,832</b>	<b>27,649</b>	<b>34,780</b>

A total of 34,780 coaching materials consisting of five different tools were distributed in the December 2020 campaign. The remaining copies of these materials were used to stockpile inventory for future distribution and for archiving.

### 3. Distribution of Batch B CPD materials

The CPD materials that made up Lot B were received by Lecture Pour Tous at the end of March 2021 and transferred to the distribution sites in April. This batch of eight (08) materials was distributed between April and May 2021 to the 21 IEFs, under the supervision of the institution's stockkeepers (comptables-

matières) and the Lecture Pour Tous focal points. Since the pandemic has not allowed for a large-scale distribution operation and rapid centralization of distribution, delivery slips confirming that the materials were distributed to the beneficiaries, the data used in this report come from the distribution plans and transfer delivery slips at IEF level.

A total of 36,509 Batch B CPD materials are being distributed to the 21 targeted IEFs, according to the following dispatch:

IEF	Module 4 CI-CP- CEI	Module 5 CI	Module 5 CP	Module 6 CI	Module 6 CP	CAP interne 4 sheet	CAP interne 5 sheet	CAP interne 6 sheet
IEF Kaolack Departement	787	228	228	228	228	228	228	228
IEF Kaolack Commune	246	50	50	50	50	50	50	50
IEF Nioro	897	272	272	272	272	272	272	272
IEF Guinguineo	432	142	142	142	142	142	142	142
IEF Fatick	598	176	176	176	176	176	176	176
IEF Gossas	313	120	120	120	120	120	120	120
IEF Foundiougne	764	239	239	239	239	239	239	239
IEF Diofior	505	143	143	143	143	143	143	143
IEF Kaffrine	447	156	156	156	156	156	156	156
IEF Birkilane	279	101	101	101	101	101	101	101
IEF Malem Hodar	224	97	97	97	97	97	97	97
IEF Kounghoul	375	145	145	145	145	145	145	145
IEF Louga	840	328	328	328	328	328	328	328
IEF Linguere	631	266	266	266	266	266	266	266
IEF Kebemer	608	231	231	231	231	231	231	231
IEF Diourbel	610	203	203	203	203	203	203	203
IEF Bambey	618	170	170	170	170	170	170	170
IEF Mbacke	477	146	146	146	146	146	146	146
IEF Matam	752	209	209	209	209	209	209	209
IEF Ranerou	270	94	94	94	94	94	94	94
IEF Kanel	314	130	130	130	130	130	130	130
<b>TOTAL</b>	<b>10,987</b>	<b>3,646</b>	<b>3,646</b>	<b>3,646</b>	<b>3,646</b>	<b>3,646</b>	<b>3,646</b>	<b>3,646</b>

### III. Challenges and Lessons Learned

Given the major challenges posed by the COVID-19 pandemic, including the restrictions on travel and gatherings, the program was required to adapt its plans to distribute materials this year. As it was not possible to organize face-to-face trainings in December 2020, the program had to find an alternative way to



distribute distance training materials. For the distribution of Batch A CPD materials, the program designed a two-phase distribution through the CODECs to minimize travel and gathering and to reduce the distances beneficiaries had to travel to receive the materials. This option effectively enabled beneficiaries to quickly obtain the materials through the CODEC chairpersons while minimizing the risks. Although this strategy was successful, the program was unfortunately not able to collect all the distribution slips within a reasonable time frame and use them as a proof of the distribution of the materials.

Drawing on its experience distributing Batch A of the CPD materials, the program adapted its approach for the distribution of Batch B materials. The lessons learned from the previous distribution (Batch A) prompted Lecture Pour Tous to place the materials at the 21 IEFs. This strategy should make it possible to proceed with direct distribution to the beneficiaries (school directors and teachers). It will also facilitate the collection of final delivery slips, which serve as proof that the necessary materials have been supplied to the various beneficiaries. This strategy will also facilitate the timely reporting of distribution data. On the other hand, this strategy may increase the time needed to carry out all the distribution operations at the 21 IEFs level, given the areas and the number of beneficiaries to reach.

Based on our experiences of material distribution during the ongoing pandemic, both positive results and areas for improvement have been identified and these will serve as a framework for future distributions of materials in similar contexts.

## **IV. Conclusion**

The CPD and coaching materials distribution campaign for the 2020-2021 school year was overall satisfactory considering the challenging implementation context. This result was made possible thanks to good collaboration and the strong involvement of key actors including Lecture Pour Tous staff, CODEC chairpersons, IEF staff, and beneficiaries. Effective coordination between the program, local authorities, and school directors greatly contributed to making these training materials available.

Although the program was faced with a number of logistical challenges linked to the pandemic, it was able to adapt, establish mitigating measures, and build on lessons learned to overcome obstacles. Lecture Pour Tous will use all the experiences and lessons learned from this campaign to develop a management model for materials distribution during health crises. This framework should be used in similar contexts to improve the distribution system.